



**Vacancy Announcement  
U.S. Embassy  
Algiers, Algeria**

Vacancy Announcement (VA)  
# 05-2013

**OPEN TO:** All Interested Candidates  
**POSITION:** Legal Specialist FSN-10\*; FP-05\*\* (Please refer the position title or VA number in your application to be considered)  
**OPENING DATE:** January 27, 2013  
**CLOSING DATE:** Open Until Filled  
**WORK HOURS:** Full-time; 40 hours/week  
**COMPENSATION:** DZD 1,288,949\* (Grade 10)

**ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH**

\*This represents the total annual compensation including salary, bonus and benefits.

\*\*Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

**NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Algeria is seeking an individual for the position of Legal Specialist in the Resident Legal Advisor Office.

**BASIC FUNCTION OF POSITION**

The employee provides local assistance in implementing the work of the Department of Justice, Overseas Prosecutorial Development, Assistance and Training (OPDAT) at Embassy Algiers, working closely with a U.S. Department of Justice prosecutor assigned as the Algeria-based North Africa Regional Anti-Money Laundering Resident Legal Advisor (RLA) to Algeria. The employee will provide support and assistance to a new Embassy section focusing on support for bilateral and regional efforts to strengthen capacity to combat financial crimes, money laundering, and other criminal acts.

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**1. Required Education:** A degree in Law is required.

**2. Prior work experience:** Three years experience as an attorney, magistrate, prosecutor or other justice sector employment and/or experience in preparing, reviewing, and interpreting legal document and legislation, organizing courses, workshops, conference of a professional nature, financial and budgetary issues is required.

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**3. Language Proficiency:** Level 4 English, French and Arabic is required. Must be able to interpret and translate from one language to the other as required (orally and writing).

**4. Job Knowledge:** Must be able to function in a fast-paced office environment. An expert matter in the Algerian legal system, the organizational structure of the branches of government, and practices of the criminal justice system is necessary. Detailed knowledge of legal, political, and criminal justice vocabulary in all three languages. Familiarity of Financial Action Task Force (FATF) rules and procedures is highly desirable. Detailed knowledge of Algerian current events, personalities, history and culture very important.

**5. Other Skills and abilities:** Must be able to conduct complex legal research and write legal memoranda. Must have skills to interact effectively with officials from governmental organizations and private sector. Must be able to communicate effectively and diplomatically with the public. Must be able to maintain strict professional confidentiality. Must be able to evaluate the quality of performance by service provider. Good command of Microsoft Word, PowerPoint, and Excel is required. Must be willing and able to perform other administrative duties as assigned. Employee must be willing to travel within Algeria and in the region.

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#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

#### **SELECTION PROCESS**

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

#### **TO APPLY**

*Interested candidates for this position must submit the following for consideration of the application:*

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214

with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

**THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.**

**CLOSING DATE FOR THIS POSITION: Open Until Filled**

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

**Point Of Contact:**

Submit Application to: **Human Resources Office**  
Attention: Legal Specialist, Vacancy Announcement # 05-2013  
Point of Contact: Human Resources Office  
Fax to : 0770 082 288  
Post to: BP 408 16000 Alger Gare  
E-mail to: **usembassyalgiers\_app@state.gov**